



## EXAMINATION OPEN TO THE PUBLIC PLANNING ANALYST

ANNUAL \$61,373  
SALARY: \$79,424

SALARY  
GROUP: AR 22

APPLICATION CLOSING  
DATE: OCTOBER 27, 2014

EXAM  
NO: 141530OCDM

### SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

**PURPOSE OF CLASS:** In a State agency this class is accountable for independently performing a full range of tasks in planning, monitoring and evaluating programs.

### MINIMUM QUALIFICATIONS REQUIRED

IN ORDER TO BE CONSIDERED FOR ADMITTANCE INTO THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY **OCTOBER 27, 2014**.

**GENERAL EXPERIENCE:** Six years of experience in planning including developing written long term plans broad in scope and having impact on a number of operations. NOTE: Planning is defined as collecting and analyzing technical data (social, environmental, economic, governmental), determining problems and concerns, and developing long-term plans accordingly. These are formal, written plans, i.e., statements of goals and objectives, recommended alternatives for action, and policies and programs to achieve the goals and objectives. Generally, these plans will impact statewide activities or a large-scale corporation which has branch or satellite facilities. Candidates must often perform these types of duties the majority of time and the planning function must be the major thrust of the job.

**SUBSTITUTIONS ALLOWED:** (1) College training may be substituted for the General Experience on the basis of fifteen semester hours equaling one-half year of experience to a maximum of four years for a Bachelor's degree. (2) A Master's degree in planning, public administration or a closely related field may be substituted for one additional year of the General Experience.

**KNOWLEDGE, SKILLS AND ABILITIES:** Knowledge of principles and practices of state and regional planning; knowledge of federal, state and regional planning and development issues and programs; knowledge of research methods and techniques; knowledge of statistical analysis; interpersonal skills; oral and written communication skills; ability to interpret relevant state and federal laws and regulations; ability to utilize computer software.

### THE EXAMINATION WILL BE COMPOSED OF:

PART	WEIGHT
EXPERIENCE AND TRAINING	100%

### APPLICATION/EXAMINATION PROCEDURE

**APPLICANTS MUST SUBMIT:**

- (1) Completed Application Form (CT-HR-12)
- (2) Supplemental Examination Materials (see instructions below)

In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above AND complete the required examination materials as detailed below. Applicants who do not submit the required application and supplemental examination materials by the closing date will not be admitted into the examination and will not have the right to appeal this decision. Resumes and/or vitas will not substitute for the required application form or for the required examination materials.

**EXAMINATION INSTRUCTIONS:** Section 1. For each job (maximum of three) which you feel has best prepared you for the job of Planning Analyst include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Planning Analyst cannot include this as one of the three jobs.) Each job description should begin on a separate page and begin with your job title, company name and location, dates of employment, and number of hours worked per week. This should be followed by a description of your duties and responsibilities organized and formatted around the numbered items that follow. (1) Experience developing written long term plans (i.e. statements of goals and objectives, recommended alternatives for actions, and policies and programs to achieve these goals and objectives). Be specific as to the nature of the plans (new or existing), size and scope (statewide, regional or local), and on whom they impacted. Be specific as to your role in the planning process and whether you worked independently, as part of a team or lead/supervised others in the process. (2) Experience planning and developing programs. Detail your experience with planning and developing programs. Include any experience formulating, recommending, and/or implementing policies and guidelines for these programs. Be specific as to any liaison/consultative experience you have had regarding these programs, with whom it was with and the purpose. (3) Experience with data collection and analysis activities. Describe your experience using various research methods and techniques, analyzing and interpreting research data and findings. Indicate the nature of the data you have researched and the purpose for which it is used. Describe experience utilizing computerized databases and analysis packages. Include any experience providing technical assistance to others on research design and methods, the nature of the assistance and to whom it was provided. (4) Oral and written communications experience. Detail your experience serving as a spokesperson for an issue or group. Include examples of experiences you have had speaking to groups, advocating for services or program needs, providing group training, chairing or serving on committees or boards, delivering testimony, etc. Include experience producing written reports, technical documents/reports, or reports for publication; the purpose of the documents and for who they were written. Section 2. On a separate page, include a list of degrees, certifications, licenses and courses that you have completed which have prepared you for the job. **Important Notes:** (1) **Make certain both your application form and your examination materials are complete and separate documents not referencing the other, as your application form and supplemental examination materials may be separated during the scoring process.** (2) Examination materials should be clearly marked as such and each page should contain the examination title, exam number and your social security number (do not include your name). (3) Do not include materials other than those requested above. (4) **Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your CT-HR-12 and supplemental examination materials are date stamped by DAS/Human Resources or postmarked by October 27, 2014.** (5) Mail applications/examination materials to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (Secure Fax #860-622-2875). **If faxing materials, keep a copy of your completed application form, exam materials and the fax transmittal receipt for your records. Make certain that your application form and exam materials are complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted.** (6) Due to the large number of applications received, we cannot confirm receipt of applications. (7) **Examination scores will be mailed by December 15, 2014.** (8) **A separate application/examination package must be submitted for each exam you are applying for.**

**FORMS:** Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) or at the Offices of the Connecticut State Job Centers.

### AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, persons with disabilities and military veterans.